

## PROCEDURAL INFORMATION FOR CONSTRUCTION PROJECTS

### **Interim reports at regular intervals before a disbursement is made**

Photos and interim reports from the architects or building experts on the progress of the work should be sent at regular intervals at least every 6 months.

1. The interim report consists of two parts:
  - Photos with subtitles in chronological order documenting the construction progress
  - a corresponding calculation based on the bill of quantities in the form of percentages for the construction work completed to date.
2. For reasons of transparency and better understanding, the project partner is obliged to prepare interim and final invoices in accordance with the previously submitted bill of quantities. Changes or increases in quantities must be justified in writing.
3. A maximum cost deviation of more than 20 % is only permitted after transparent and plausible justification and corresponding approval.
4. The interim amounts for work activities are to be included in the financial report. Invoices must be structured in accordance with the approved cost schedule.

### **Changes to the contractual basis**

The contractual basis includes the approved plans and the construction costs. The approved documents are sent with the project contract.

**Please inform us in advance if changes are necessary.** We will then decide on the basis of your information and explanations.

If changes to the plans and/or foreseeable cost increases have not been agreed or justified, there is no guarantee to reimbursement of the costs by the Kindermissionswerk.

### **Financial reports**

Before the disbursement of the next instalment, financial reports and interim reports must be submitted. In order to avoid delays in construction activity, both reports must be submitted at least one month before the next instalment.

### **Final report**

The final report should include the following points:

1. Summary of the key events in the course of project implementation including date of commencement of construction work, changes, difficulties, date of completion
2. Statement from the building surveyor or person responsible for building supervision to confirm that the completed structure is in accordance with the building plans and any approved changes
3. The final building inspection certificate must be submitted after completion of the building/s.
4. Photos of the completed building/s:
  - Overall view
  - Views of the front, back and sides of the building/s
  - Photos of typical rooms/spaces inside the building/s
  - Photos of special interior fixtures, furnishings and equipment

The following declaration must be attached to the **final report** and signed by the author of the plan or the legal representative of the project (see following page)

**Declaration on project completion**

*I hereby declare that all local building and operating regulations – in particular with regard to constructional stability (bearing in mind possible earthquake risks) and fire protection – were taken into consideration, that the construction work complies with all the required approvals/permits and that operation did not commence until all necessary acceptances were on hand.*

*Furthermore, I confirm that the constructed building is in accordance with the approved building plans or the approved changes.*

Date/place:

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Name and position

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Signature